

POSITION VACANCY ANNOUNCEMENT

October 25, 2012

**Library Aide
8-10 Hours per week**

Washington Square Branch

Position Summary: Performs general library duties which support the services of the library.

Duties and responsibilities

- Assist patrons at the public desks.
- Monitor public areas.
- Instruct patrons on library policy and use of equipment.
- Enter information into databases.
- Perform clerical tasks.
- Discharge and shelve materials.
- Assist with programming as requested.
- Perform other duties as assigned.

Minimum Qualifications

- Ability to communicate clearly with patrons, co-workers and supervisors.
- Ability to follow library policies and procedures, as they relate to issuing library cards, checking out items, and collecting fines and fees.
- Demonstration of excellent customer service skills.
- Ability to work well with diverse populations.
- Evidence of excellent attendance, punctuality and dependability.
- Demonstrated basic proficiency in Microsoft Word and Outlook.

Salary

\$8.00 - \$10.50 per hour

Schedule

8-10 hours weekly; Monday 1-6 pm; alternating Friday 12-5 pm and Saturday 9-12 pm.

Start date

Immediately

Applications available in the Administrative Office or at www.kpl.gov
Completed applications should be sent to Terry New in the
Human Resources Office

Applications accepted until position is filled.